

SUMMARY OF THE QUALITY SYSTEMS COMMITTEE MEETING APRIL 15, 2002

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Monday, April 15, 2002, at 1:00 p.m., Eastern Daylight Time (EDT). Chairperson Dr. Frederic Siegelman of the Environmental Protection Agency led the meeting. The Agenda is shown in Attachment A. The List of Comments is shown in Attachment B. Action Items are shown in Attachment C. The List of Participants is shown in Attachment D. *The purpose of the meeting was to address items of importance identified in the Agenda.*

INTRODUCTION AND AGENDA REVIEW

Dr. Siegelman took attendance and announced that Ms. Nicole Weymouth and Mr. Michael Beard were guests to this teleconference. The agenda was then reviewed and Dr. Siegelman commenced the teleconference.

ANNOUNCEMENTS

The last Quality Systems teleconference before deadline to submit documents for NELAC 8 will be April 29, 2002.

TOPICS OF DISCUSSION

Preparation for NELAC 8

Dr. Siegelman reminded the committee of the May 01, 2002, deadline for submitting revised ISO based Standard for review and final changes for the NELAC 8 Conference. The ISO draft Terms and Definitions are out for review by the committee members.

Discussion of Some of the Voting Items for NELAC 8:

- Sub-contracting Comments 43 and 26B (George Kulasingam)
- One-standard calibration (Charlie Hooper)
- Culture media (Marty Casstevens)
- Free chlorine in samples (Marty Casstevens)
- Asbestos proposed text for Appendix D (George Kulasingam)
- Sanitizing funnels (Marty Casstevens)
- Client notification (Fred Siegelman)
- ISO-17025 based draft up for vote

Response from Accreditation Process Committee

Discussion of the Asbestos Appendix concluded that it is not the Quality Systems Standards responsibility to specify the recognition of other Asbestos accrediting bodies. It was agreed that the language needs to be removed and this will be done by the Asbestos Subcommittee.

Comments Received Status

The comments received by the Quality Systems committee shown in Attachment B were reviewed, discussed, and status given by the responsible lead committee member.

NEXT MEETING

The next teleconference is scheduled for April 29, 2002, at 1:00 p.m., EST.

ADJOURNMENT

There being no further business, Dr. Siegelman adjourned the meeting.

**AGENDA
QUALITY SYSTEMS COMMITTEE MEETING
APRIL 15, 2002**

1. Introduction and Agenda Review
2. Announcements
3. Topics of Discussion
 - "Clean" ISO-17025 draft
 - Review draft language for Asbestos Appendix
 - Microbiology subcommittee proposed changes.
 - Comments review and draft language assignments for vote or no vote at NELAC
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4. Comments Status
5. Adjournment

**LIST OF COMMENTS
QUALITY SYSTEMS COMMITTEE MEETING
APRIL 15, 2002**

This is a chronological listing of comments received by the Quality Systems committee. It also includes important issues that the committee chose to track by inclusion in this list. Where a comment received by the committee addressed more than one issue, these comments have been divided into parts to address each issue (e.g. 23A, 23B, 23C etc.).

1. New or reconditioned instruments.
2. Accrediting Authorities (AAs) recommendation on subcontracting.
3. Electronic signatures.
4. One standard calibration.
5. Electronic data and hard copy data.
6. PBMS subcommittee request for direction.
7. Culture media.
8. Quality Control Data in Final Report.
9. Editorial change: reference in 5.1.b to 1.9.2 should be to 1.8.2.
10. 5.11.1 Sample Tracking.
11. 5.9.4.2.2 Continuing Instrument Calibration Verification.
12. Testing Microbiology Samples for free chlorine.
13. Calibrating salinity, conductivity, temperature meters.
14. Sample Tracking and Continuing Calibration Verification.
 - 14A. Sample Tracking.
 - 14B. Continuing Calibration Verification.
15. Response to AIHA.
16. Blank Contamination.
17. Requirement for Continuing Calibration. for analysis on day when initial Calibration done.
18. Question from On-site committee concerning definition of temporal changes.
19. Relationship of EPA published methods to laboratory SOPs.
20. NELAC relationship with other Asbestos Accrediting Bodies.
21. Data Integrity.
22. PBMS language.
23. Comments on ISO 17025 draft.
 - 23A.. Uncertainty, comment concerning section 5.5.4.6.1.
 - 23B. Uncertainty comment concerning section 5.5.4.6.2.
 - 23C. Instrument Calibration comment concerning section 5.5.5.2.2.
 - 23D. Initial Instrument Calibration comment concerning section 5.5.5.2.2.1.
 - 23E. Data qualifiers for Initial Calibration comment concerning section 5.9.4.2.1.g.
 - 23F. Two Standards and a Blank, One standard Calibration comment concerning section 5.9.4.2.1.i .
24. Comments on PBMS draft.

25. Tiered approach for PBMS.
26. Changes to ISO 17025 Document.
 - 26A. Quality Manual title page requirements 5.4.2.3.
 - 26B. Subcontracting.
27. Quality Manual Detail.
28. One standard calibration text.
29. Change to proposed PBMS draft.
30. Editorial changes to sections 5.4.3.3.3 and 5.5.4.7.2.
31. Comment on LCS.
32. Ideas on how to facilitate voting at Annual meeting.
33. Evaluation of MS/MSD and LCS.
 - 33A. Evaluation of MS/MSD.
 - 33B. Evaluation of LCS.
 - 33C. Editorial change regarding surrogates.
34. Referral to Accreditation Process Committee on NELAC relationship to other Accrediting Bodies.
35. Microbiology Filtration Series, Sanitizing Funnels.
36. Terms and Definitions.
37. Uncertainty.
38. Small Laboratory Issues.
39. Cross reference current NELAC standard and 17025 based standard.
40. Client Notification.
41. Relationship of the NELAC standard to QAPPS, SAPS and WAPS.
42. PQL/RL EPA guidance and NELAC standard relationship.
43. Change to subcontracting text in proposed ISO 17025 Draft.
44. Sample Receipt and Custody.
45. DOCs of individual parameters.
46. Revision to standard's Methods text
47. Calibration: change to section 5.9.4.2.1.f.
48. Use of most recent version of test method for Analyst training: Interpretation section of 5.6.2 (c)(4).
49. Calibration laboratory and calibration certificates.
50. Electronic records.
51. Inquiry about Degree granting institutions' accreditation for degrees beyond B.S. level.
52. Quantitation and Continuing Calibration, Two Standards and a blank, and Continuing Calibration variation.
 - 52A. Quantitation and Continuing Calibration comment concerning section 5.9.4.2.1.c.
 - 52B. Two Standards and a blank comment concerning section 5.9.4.2.1.i.
 - 52C. Continuing Calibration variation comment concerning section 5.9.4.2.2b.
53. Editorial renumbering change concerning sections D.1.1 a, b, c.
54. Continuing instrument calibration variation concerning section. 5.9.4.2.2.b.
55. Electronic Data Deliverable standard.
56. Duplicate Analyses.

**ACTION ITEMS
QUALITY SYSTEMS COMMITTEE MEETING
APRIL 15, 2002**

Item No.	Action	Date to be Completed
1	Contact Mr. Siders regarding NELAC 8 PBMS presentation (Siegelman)	04/22/02
2	Redraft residual chlorine language and distribute to Quality Systems committee (Casstevens)	04/22/02
3	Submit terms and definitions to Chapter 1 (Siegelman)	04/22/02
4	Subcommittee to have corrected text on Asbestos accrediting language for next meeting (Kulasingam)	04/22/02
5	Comment language revisions for ISO-17025 and NELAC Standard up for vote at NELAC 8 to be distributed to Ms. Weymouth and entire Quality Systems Committee (Assigned Leads)	04/22/02
6	Advise Quality Systems Committee members if comment will not be changed and not up for a vote at NELAC 8 (Assigned Leads)	04/22/02

**LIST OF PARTICIPANTS
QUALITY SYSTEMS COMMITTEE MEETING
APRIL 15, 2002**

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